December 15, 2014

TO: All Appointing Authorities, Chief Financial Officers, Administrative Officers, Human Resource Directors, and Recognized Employee Organizations

FROM: Joyce Van Coevering, Director
       Office of Support Services

SUBJECT: Standardized Travel Regulations Rates for Classified and Unclassified Employees
         Approved Private Vehicle Use Rate (Premium Mileage Rate)

The Civil Service Commission approved the use of the Internal Revenue Service (IRS) determined rate (Federal Standard Mileage Rate) as the approved private vehicle use mileage reimbursement rate in the Standardized Travel Regulations.

The IRS has announced a change in the Federal Standard Mileage Rate to $.575 effective January 1, 2015. Correspondingly, the approved private vehicle use rate (premium rate) will change from $.56 to $.575 effective January 1, 2015, for officers, unclassified and classified employee business travel.

Authority to administer all travel rules and regulations covering employees in the classified and unclassified service is within the jurisdiction of the Department of Technology, Management & Budget (DTMB), Office of Support Services, Vehicle and Travel Services Division (VTS). Any questions regarding travel regulations pertaining to employee travel, should be directed to Ronda Whiting at 517-322-5110, or whitingr1@michigan.gov.

This letter supersedes previous travel rate correspondence for officers, unclassified and classified employees.

Attachments

cc: Phillip Jeffery, Chief Deputy Director, DTMB
    Jan Winters, Director, Office of State Employer
    Janet McClelland, Acting Personnel Director, Civil Service Commission
### MICHIGAN SELECT CITIES *

**Meals and Lodging**
- Lodging**: $75.00
- Breakfast: 10.25
- Lunch: 10.25
- Dinner: 24.25

### IN-STATE ALL OTHER

**Meals and Lodging**
- Lodging**: $75.00
- Breakfast: 8.50
- Lunch: 8.50
- Dinner: 19.00

### Per Diem

**Total Per Diem**
- Lodging: 45.50
- Breakfast: 8.50
- Lunch: 8.50
- Dinner: 19.00

### Group Meetings

- Group Lunch: 11.50

### OUT-OF-STATE SELECT CITIES *

**Meals and Lodging**
- Lodging**: Contact Conlin Travel
- Breakfast: 13.00
- Lunch: 13.00
- Dinner: 25.25

### OUT-OF-STATE ALL OTHER

**Meals and Lodging**
- Lodging**: Contact Conlin Travel
- Breakfast: 10.25
- Lunch: 10.25
- Dinner: 23.50

### Per Diem

**Total Per Diem**
- Lodging: 45.50
- Breakfast: 10.25
- Lunch: 10.25
- Dinner: 23.50

**Incidental Costs Per Day (with overnight stay)**
- 5.00

### Mileage Rates

**Premium Rate Approved Private Vehicle**
- $0.575 per mile

**Standard Rate (State's Mid-Sized Car Cost)**
- $0.390 per mile

* See Select Cities listing.
** Lodging available at State rate, or call Conlin Travel at 877-654-2179.
### SELECT HIGH COST CITY LIST

**TRAVEL RATE REIMBURSEMENT FOR CLASSIFIED AND UNCLASSIFIED EMPLOYEES**

**EFFECTIVE October 1, 2014**

<table>
<thead>
<tr>
<th>Michigan Select Cities/Counties</th>
<th>Michigan Select Cities/Counties</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cities</td>
<td>Counties</td>
</tr>
<tr>
<td>Ann Arbor, Detroit,</td>
<td>All of Wayne and Oakland</td>
</tr>
<tr>
<td>Holland, Mackinac Island,</td>
<td></td>
</tr>
<tr>
<td>Pontiac, Auburn Hills, South</td>
<td></td>
</tr>
<tr>
<td>Haven</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Out of State Select Cities/Counties</th>
<th>Out of State Select Cities/Counties</th>
</tr>
</thead>
<tbody>
<tr>
<td>State</td>
<td>City/County</td>
</tr>
<tr>
<td>-------</td>
<td>-------------</td>
</tr>
<tr>
<td>Arizona</td>
<td>Phoenix/Scottsdale</td>
</tr>
<tr>
<td>California</td>
<td>Los Angeles (Los Angeles, Orange &amp; Ventura Counties, and Edwards AFB) Monterey, Palm Springs, San Diego, San Francisco, Santa Monica South Lake Tahoe, Truckee, Yosemite National Park</td>
</tr>
<tr>
<td>Colorado</td>
<td>Aspen, Telluride, Vail</td>
</tr>
<tr>
<td>Connecticut</td>
<td>Bridgeport/Danbury</td>
</tr>
<tr>
<td>District of Columbia</td>
<td>Washington DC (also the cities of Alexandria, Falls Church and Fairfax, and the counties of Arlington and Fairfax, in Virginia; and the counties of Montgomery and Prince George’s in Maryland) (See also Maryland and Virginia)</td>
</tr>
<tr>
<td>Florida</td>
<td>Boca Raton, Delray Beach, Jupiter, Fort Lauderdale, Key West</td>
</tr>
<tr>
<td>Idaho</td>
<td>Sun Valley/Ketchum</td>
</tr>
<tr>
<td>Illinois</td>
<td>Chicago (Cook and Lake counties)</td>
</tr>
<tr>
<td>Louisiana</td>
<td>New Orleans</td>
</tr>
<tr>
<td>Maryland</td>
<td>Montgomery &amp; Prince George County Baltimore City, Ocean City</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>